



# Transcript Request Form

For use when requesting Official Transcripts - Return to Student Affairs  
Transcripts may also be ordered online at <http://getmytranscript.com>

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Phone Number \_\_\_\_\_

Years Attended: \_\_\_\_\_

I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Edison State Community College to release my academic record as noted. I understand that my account at Edison State Community College must be in good standing in order for my transcript request to be processed. It is the student's sole responsibility to ensure the mailing address is correctly listed.

\_\_\_\_\_  
Student Signature Date

Issue transcripts now

Hold transcripts until semester grades are posted: \_\_\_\_\_  
Course Year Semester

Hold transcripts until degree is posted:  Fall  Spring  Summer

Quantity Ordered

Method of Delivery *Note: Processing time does not include time through the US Postal Service*

\_\_\_\_\_ **Standard Processing** Transcripts will be mailed or available for pick up in two to three business days.  
(\$5 Per Transcript)

\_\_\_\_\_ **Rush Processing** Transcripts will be mailed or available for pick up in one business day.  
(\$10 Per Transcript)

Pick up my transcript (A Photo ID is required at the time of pick up.)

Mail my transcript \_\_\_\_\_  
Name / College or University

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City, State, Zip

## FOR COLLEGE USE ONLY

PERC Checked: \_\_\_\_\_

Payment Information  Cash  Check  American Express  Discover  MasterCard  Visa

Credit Card # \_\_\_\_\_ Expires \_\_\_\_\_ Security Code \_\_\_\_\_